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10 APR 1974

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Examination of Supply Division Working
Procedures and General Efficiency of
Operations

REFERENCE : Memo to AD/L, same subject

1. Pursuant to your request, I have reviewed the referent and believe the following comments may be of assistance:

a. Pages 1 and 2, paragraph 2:

The problem statement asserts that response to customer requests have been "materially slowed" particularly of increased procurement workload.

I do not believe this is an accurate statement. Procurement Division statistics indicate that the average procurement action is processed by General Procurement Branch, Procurement Division, OL (GPB/PD/OL) within 11 days from receipt. This accords with processing times experienced by the Division prior to FY 74. Based on the above, I believe the basic reason for delay lies in the very facts you have set forth concerning Supply Division's (SD/OL) recent reorganizations. Attachment 1 is a tabulation of requisitions received in GPB/PD/OL on 4 April 1974. As you can see, several days delay occurs in the processing of requisitions through SD/OL. Of particular interest to me is the hiatus between posting and the date the requisition is received in Procurement Division (PD).

b. Pages 4-5, paragraph 4c:

Procurement Division in informal discussions with Supply Division has agreed in principle with the concept of accepting responsibility for the

*NOT REFERRING TO A
SLOW DOWN IN PD.
RATHER, AN INCREASE
IN WORKLOAD WHICH
HAS SATURATED
CAPABILITIES AND
CAUSED BACKLOGS*

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assignment of requisitions to Procurement Units. We feel the type of individual required for this position can be found within the procurement system; however, we believe a GS-13 would be more realistic than a GS-11. As related under 1f, we do not believe this person would also be involved in vendor follow-up.

c. Pages 6-7, paragraph 4e:

Problem statement appears to address two separable items:

- (1) Problem of split requisitions
- (2) Problem of IDSB involvement in small dollar value expendable items.

yes!
?
Re problem (1) - In the case of split requisitions, decision rules for processing such requisitions may need refinement. Currently, determinations are made in SD in almost every case. Procurement Division will not and has not transferred procurement actions to IDSB without first informing IDSB of the impending transfer.

OK
Re problem (2) - Unless a significant advantage will be realized, price or some other consideration, no small dollar value item will be transferred to IDSB. If such actions have occurred in the past, they should be considered exceptions and efforts should be made to avoid this practice in the future. Procurement Division is very interested in reviewing any specific actions you may be aware of which fall within this "problem".

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d. Pages 7-8, paragraph 4f:

The problem statement describes the follow-up system which was accepted by the Director of Logistics (D/L) in October 1973. After several discussions, PD accepted responsibility for all vendor interface in the case of delinquencies, discrepancies, and in those procurements which are deemed to be "high priority", e.g., for the DCI's office. This responsibility was assumed on 4 March 1974, and during the month of March, 251 vendors were contacted, some as many as 5 times.

*still two
systems, i.e.
PD not responsive
to CCDB follow-
ups*

Concur

As you are aware, PD does not have sufficient present resources to permit active contract administration of GPB purchase orders/contracts. If prospective delivery status is required by customers, additional manpower must be made available for this task.

e. Pages 10-11, paragraph 1:

The Procurement Division has on several occasions attempted to identify reasons for poorly prepared requisitions. We have found the reasons to be so varied that it is a practical impossibility to pinpoint specific continuing abuses. I believe your recommended solution is constructive. I am unaware of the "bad requisitions" recently received by GPB in a 3 day period. I checked with Chief, General Procurement Branch, PD/OL and he is also unaware of this "sample".

*"Bad requis" rec'd
from C/PD*

f. Pages 11-12, paragraph 5:

I do not believe the individual assigned to PD for distribution of requisitions would have excess time available to manage the time frame suspense system which is alluded to in the referent. I believe this would only be possible when a mechanized system is in being: The alternative as stated in 1d is to assign more personnel to GPB/PD/OL which will permit the assumption of a full contract administration role by the Procurement Officer.

*Suspense system
is automatic and
would replace
current manual
trouble*

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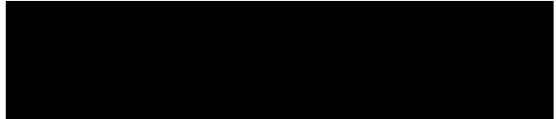
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2. I have not had an opportunity to review the attachments to the referent in detail, and therefore, will not comment on them.

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Deputy Chief, Procurement Division, OL

Atts.

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Att

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88's Received in General Procurement Branch, PD/OL - 4/4/74

<u>Voucher No.</u>	<u>Voucher Date</u>	<u>Posted Date</u>
74-20697	3/26/74	4/1/74
74-20750	3/27/74	4/2/74
74-20801	3/27/74	3/28/74
74-20805	3/27/74	3/29/74
74-20829	3/27/74	4/1/74
74-20917	3/28/74	4/1/74
74-21573	4/4/74	4/4/74
74-20312	3/21/74	3/29/74
74-20526	3/25/74	4/2/74
74-20625	3/26/74	3/29/74
74-20883	3/28/74	4/1/74
74-21079	3/29/74	4/2/74
74-20371	3/21/74	4/1/74
74-20408	3/21/74	3/29/74
74-20571	3/25/74	3/29/74
74-20622	3/26/74	3/29/74
74-20794	3/27/74	3/28/74
74-20828	3/27/74	4/1/74
74-20940	3/28/74	3/29/74
74-21233	4/2/74	4/4/74
74-20879	3/28/74	4/1/74
74-20900	3/28/74	4/1/74
74-20806	3/27/74	3/29/74
74-20802	3/27/74	
74-21570	4/3/74	4/4/74
74-21574	4/4/74	4/4/74
74-20898	3/28/74	4/1/74
74-20899	3/28/74	4/1/74
74-8657A1	3/21/74	3/26/74
74-21298	4/2/74	4/3/74
74-21564	4/3/74	4/3/74
74-20330	3/21/74	4/1/74
74-20334	3/21/74	3/25/74
74-20458	3/22/74	4/1/74
74-20592	3/25/74	4/1/74
74-20597	3/25/74	4/1/74
74-20611	3/26/74	5/29/74
74-20663	3/26/74	3/29/74
74-20664	3/26/74	3/29/74
74-20742	3/27/74	4/2/74
74-20743	3/27/74	4/2/74
74-20749	3/27/74	4/1/74

88's Received in General Procurement Branch, PD/OL - 4/4/74 (continued)

<u>Voucher No.</u>	<u>Voucher Date</u>	<u>Posted Date</u>
74-20757	3/27/74	4/2/74
74-21036	3/29/74	4/1/74
74-21081	3/29/74	4/1/74
74-21087	3/29/74	4/1/74
74-20984	3/28/74	4/4/74
74-14562A1	3/7/74	3/29/74
74-20530	3/25/74	4/1/74

88's Received in General Procurement Branch, PD/OL - 4/4/74

<u>Voucher No.</u>	<u>Voucher Date</u>	<u>Posted Date</u>
74-19177	3/5/74	3/11/74
74-19360	3/7/74	
74-19648	3/12/74	3/19/74
74-19708	3/13/74	3/25/74
74-19772	3/13/74	3/20/74
74-19974	3/15/74	3/25/74
74-20003	3/18/74	3/20/74
74-20033	3/18/74	3/25/74
74-20096	3/19/74	3/22/74
74-20124	3/19/74	3/28/74
74-20144	3/19/74	3/20/74
74-20151	3/19/74	3/25/74
74-20158	3/19/74	3/21/74
74-20256	3/20/74	3/29/74
74-20257	3/20/74	
74-20269	3/21/74	3/26/74
74-20382	3/21/74	4/1/74
74-20389	3/21/74	3/29/74
74-20459	3/22/74	3/29/74
74-20461	3/22/74	3/28/74
74-20527	3/25/74	3/29/74
74-20590	3/25/74	4/1/74
74-20591	3/25/74	4/1/74
74-20594	3/25/74	4/1/74
74-20595	3/25/74	4/1/74
74-20604	3/25/74	4/1/74
74-20702	3/26/74	4/2/74
74-20763	3/27/74	4/2/74
74-20774	3/27/74	4/1/74
74-20775	3/27/74	4/1/74
74-20776	3/27/74	4/1/74
74-20777	3/27/74	
74-20778	3/27/74	4/1/74
74-20779	3/27/74	4/1/74
74-20884	3/28/74	4/1/74
74-20895	3/28/74	4/2/74
74-20913	3/28/74	4/1/74
74-21099	3/29/74	4/2/74
74-21344	4/2/74	4/2/74
74-21672	4/4/74	4/5/74
74-37,163	3/13/74	3/18/74
74-37170	3/26/74	4/1/74